Meeting called to order at 9:10 am

Member present:
Amanda Tapia-Benavidez
Betsy Sanchez
Rita Surdi
Daniel Twitchell
Raymond Varela

Members absent:
Nursing representative

Approval Agenda
Motion from Raymond Varela: To approve the agenda for 24 January 2020 with the addition of the SPIA Bill, second by Betsy Sanchez
Vote: all were in favor

Information/Discussion Items
Raymond Varela agreed to be chairman for the committee

Subcommittee Membership
It was noted that Chantel Rivera from nursing and Francina Martinez would be asked to join; a tutor will also be included in the committee.

Tutoring Report
 Show justification for having the tutoring lab.

Academic Center for Excellence
 There was lengthy discussion about the ACE Lab now referred as ACE, and is in a centralized area. It now over sees all tutoring areas not just STEM; a writing center is included for English students, and possibly having imbedded tutors in classes. Raymond stated that is justification to hire more tutors. Tutors are paid from STEM at the moment, we will look into other sources of funding to pay tutors,

Tutoring progress
Discussion of Tutor's goals. Find out why students are not going for tutoring. Students have to set up their own goals and follow through. Raymond makes sure they are meeting their goals, and meets with the tutors weekly that they are helping the students meet goals.

Strategic Plan Bill (SPIA)
Was reviewed by the committee and forwarded to SPIA.

New/follow up

Information from Humanities regarding tutoring services they need, and from STEM as well.

Luna email will be utilized to communicate among the committee.

Time and place of next meeting

Next meeting on 31 January 2020 at 10:00 am in shared Governance Suite

Meeting adjourned at approximately 10:08 am